

# A WIC TRANSACTION IN 8 EASY STEPS



1. Request the signed WIC Identification folder from the WIC shopper.

2. Ask for the WIC FIs being used for the transaction.
3. Make sure WIC FIs are valid. Confirm the *first* and *last* day to use.
4. Total the WIC foods separately by WIC FI.



- Verify authorized foods
- Verify correct quantities

***Not sure about an item? Then check out the WIC Authorized Food List Shopping Guide.***



5. Enter the exact purchase price on the WIC FI.
6. Ask the WIC shopper to sign each WIC FI.

7. Compare the WIC shopper's signature on the WIC FI with the signature on the WIC Identification folder.



8. Give the WIC Identification folder back to the WIC shopper.

***Thank the WIC shopper for their business***



This institution is an equal opportunity provider.

